## FLEET AND BUILDING CUSTODIAN

<u>POSITION SUMMARY</u>: Performs a variety of semi-skilled work related to fleet maintenance and detailing; building and grounds maintenance; and general custodial duties. Operates various types of equipment, tools, and vehicles; inventory processes to support the maintenance and repair of City vehicles and equipment; works on special and department specific functions and projects. Independent judgment is required to plan, prioritize, and organize a diversified workload. This position works with a diverse group of external contacts as well as internal contacts at all levels of the organization.

<u>SUPERVISION RECEIVED</u>: Work is performed under the general supervision of the Director of Police and Fire Services or designee.

<u>ESSENTIAL JOB FUNCTIONS</u>: An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- 1. Cleaning vehicle interiors and exteriors in compliance with department standards. Use cleaning, protective, and restorative agents to maintain and enhance the appearance of police fleet vehicles.
- 2. May perform a variety of routine and standardized clerical and statistical duties to maintain inventory, including records of material availability, location and status.
- 3. Performs a variety of technical maintenance activities related to facilities, grounds, and fleet maintenance.
- 4. Orders, stock supplies, and carries out related duties including and coordinating pick-up and delivery.
- 5. Maintains inventory control of materials used.
- 6. May recommend best available source for purchases to ensure compliance with established budgetary and purchasing policies and procedures.
- 7. Sweeps and scrubs floors and work areas, cleans and maintains fleet garage stalls, empties trash and performs other work required to maintain a clean, uncluttered work environment.
- 8. Prepares routine reports to maintain City vehicles, inventory, and equipment. Provides information for records and reports including logs, documentation of work activities, and supply inventory. Perform interior and exterior inspections of each fleet vehicle and report any damage, missing equipment, or malfunction.
- 9. Perform snow removal, salting, and other winter maintenance using specialized winter maintenance equipment. Implement efficient routes and methods to improve performance and reduce costs.
- 10. Maintain landscape and building exterior, inspect assigned work areas regularly to maintain proper standards. Operate and perform light maintenance on tools and equipment.

- 11. Responsible for transport of police fleet vehicles to and from Fleet Services or other designated location of service. May be required to remove equipment, including handling, unloading, and securing weapons from police fleet vehicles prior to transport.
- 12. Perform related work as required; may include assisting employees in a higher classification in more complex assignments.

<u>KNOWLEDGE</u>, <u>SKILLS AND ABILITIES</u>: The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

- A. A high school degree, supplemented by responsible work experience.
- B. Comprehend and execute simple and complex instructions and procedures related to assigned duties.
- C. Ability to communicate effectively in written and verbal form.
- D. Demonstrates skill in the use of computers and software programs including Microsoft Office and the ability to learn other programs as required. Prefer knowledge of inventory management.
- E. Ability to establish effective working relationships and uses good judgment and resourcefulness when working with staff, vendors, volunteer workers, other governmental agencies and the public.
- F. Ability to work as a team and with minimum supervision. Possesses self-supervising attributes, and a positive, congenial attitude.
- G. Able to work various shifts and respond to call outs to provide proper coverage for all activities and events.
- H. Able to work effectively within deadlines, under stress, and with changing work priorities.
- I. Possession of a valid Michigan motor vehicle operator's license.

<u>PHYSICAL DEMANDS AND WORK ENVIRONMENT</u>: The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is regularly required to communicate with others and view and produce written documents. While performing the duties of this job, the employee regularly works in the field and a maintenance facility and occasionally in a business office setting. The employee is frequently exposed to excessively noisy, wet, humid, snowy, and hot or cold conditions, and is occasionally exposed to noxious odors, dust, particles, or other adverse environmental conditions. The employee is frequently required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and move items of considerable weight. Bending, twisting, stooping, and kneeling are also frequent requirements of the position. The employee may be exposed to uncontrollable environments, graphic scenes, and

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bio-hazardous or hazardous materials.

The employee may work near mechanical equipment. Work may involve working at various heights. The employee is expected to work under deadlines with the potential for constant interruption and change. The employee may be required to work extended hours and may be called out or required to work in emergency situations. The employee must be able to perform manual labor for extended periods of time and under adverse climatic conditions. The employee is required to drive in inclement weather.

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